

SECRET

9 DEC 1967

ADM-10.8

DD/S&T-4784-67

MEMORANDUM FOR: Director of Research and Development

SUBJECT : Personnel Officer Functions for Office of Research and Development

1. As you are aware, [redacted] of this Office will be reassigned by his career service to the DB/P for [redacted] in early January 1968. Since the inception of ORD in January 1963, [redacted] has, among his other duties, served as Personnel Officer for ORD. That he should have done so was appropriate up to this time in view of the slow and gradual growth in numbers of personnel in your Office.

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2. During July and August 1966 certain personnel functions being handled by [redacted] were decentralized to the offices for which they had been responsible; i.e., personnel functions were assumed by OEL, FMSAC and OSP. At the time of that decentralization in 1966 those offices assumed the responsibilities indicated on the attached sheet.

3. We believe that your Office has now reached a size where the personnel functions being performed by [redacted] should more properly come under the purview of your own Administrative Staff. This is particularly true inasmuch as [redacted] replacement will be coming from the main Office of Personnel and will not perforce possess the historical knowledge of ORD that [redacted]. We recognize that certain personnel functions are already being handled by your Office. The purpose of this memorandum is to request that the responsibility for all the personnel activities be assumed by your Office.

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4. Certainly we offer any assistance needed by you in accomplishing this transfer of responsibility.

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[redacted]

Executive Officer
Directorate of
Science and Technology

Att: s/s

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